

Attention: All HR Managers planning to attend Nashville Conference:

Kathryn Kraemer Troutman, author of the Electronic Federal Resume Guidebook & CD-ROM will be our morning speaker Thursday, Sept. 20th. Ms. Troutman is also the author of the Federal Resume Guidebook (1995, 1997 and 1999 copyrights) and the designer of the federal resume as it has become accepted throughout the federal government.

Ms. Troutman will be speaking on the new automated HR systems considering both of your roles: 1. HR consultant to managers, and 2. Advisor to applicants. She has trained thousands of applicants who are struggling to write this new content-focused resume, as well as numerous HR groups who have gained insight into improving customer service and advice to both applicants and managers. Other topics in her session will include: ideas to simply and improve vacancy announcements (therefore improve quality and quantity of applicants); lessons learned from applicants writing; referring the best candidates; achieving successful recruitment for managers.

Ms. Troutman is offering her publication, Electronic Federal Resume Guidebook & CD-ROM for \$40.00 (regular price is \$44.95 plus postage) as part of her presentation at the Conference. Unfortunately, headquarters does not have the funding to purchase books for everyone in the workshop. The book and CD-ROM will be demonstrated for your use as a resource and writing tool in the workshop.

Please write to Ms. Troutman (kathryn@resume-place) or call her office (410) 744-4324 to arrange for copies of the book for the workshop and for your HR office. See instructions for ordering on-line below.

You can purchase the book/s with your government credit card and she will bring the books to Nashville. Thank you very much for your cooperation. We look forward to an informational and valuable learning experience as we implement state-of-the-art electronic recruitment and selection systems at USACE.

Tony Whitehouse
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ORDER ONLINE: You can also order on-line at www.resume-place.com.
SPECIAL PRICE - Orders for HR USACE \$40.00 per book delivered to Nashville. Their book fulfillment will be aware of the special price of \$40 per book Electronic Federal Resume Guidebook & CD-ROM. The advertised price on the site is \$51.95, which includes postage. You will be charged only \$40 per book.